

## **MANSFIELD TOWNSHIP COMMITTEE MEETING**

**May 13, 2020**

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

This meeting was held on a Zoom platform. The Township Committee and the public were able to remotely hear the meeting audio.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Salute to the flag was done by all.

Mayor Watters asked for a moment of silence for the COVID-19 victims and the workers who put their lives on the line every day.

### **APPROVAL OF THE MINUTES**

Mr. Hayes made a motion to approve the minutes for the Regular Session of April 22, 2020, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

### **BILL LIST**

Mr. Hayes made a motion to approve the May 13, 2020 Bill List, which was seconded by Mr. Farino.

Mayor Watters asked about the status of the grant purchase order for the DPW Building. Mrs. Fascenelli stated it was for the bulbs. The project was already done and there was close to \$2,000.00 off the bill of what it would have normally cost. Mayor Watters asked if everything was installed and working fine; Mrs. Fascenelli stated it was signed off by the department head.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

### **CLERK'S REPORT**

Ms. Hrebenak reported the following:

State Fireman's Association application received for Peter Hannah. All items are in order, a motion is

needed to approve Ms. Hrebenak's signature on the application.

Mrs. Mora Dillon made a motion to approve, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Off-site, 50/50 raffle application received for St. Theodore's Church held on June 14, 2020, at 2:30 pm. All items are in order, a motion is needed to approve.

Mr. McGuinness made a motion to approve, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mrs. Mora Dillon

Census Reporting Information – As of May 9<sup>th</sup>, Mansfield's response was 65.9% which is average reporting. Mayor Watters asked when it ends; Ms. Hrebenak was unsure of the date.

2020-88 Small Business Resolution – Today, the Governor issued an Executive Order to allow small businesses to open for phone, online, and curbside. Ms. Hrebenak would like to amend our original small business resolution slightly to acknowledge that the Executive Order has been passed, but we would still like to move forward with allowing small businesses to open with the same social distancing guidelines that have been set forth by the essential businesses.

## **FINANCE REPORT**

Mrs. Mollineaux stated there are two resolutions on tonight's agenda:

- A resolution to authorize the Engineer to do the preliminary work for Airport Road.
- A resolution for Tilcon to do milling and paving for this year's road projects that the DPW Supervisor requested.
- Budget – Next meeting is our scheduled public hearing and final adoption of the budget. Ms. Mollineaux will send out more information. It will be the first time we will be doing it virtually.

## **ENGINEER'S REPORT**

- Mr. Kastrud stated the proposal for the authorization is on the agenda.
- Cleaning up the last two grants for Watters and Heiser Roads.
- We spoke at the last meeting about the Municipal Aid Grant for the fiscal year next year which is due July 1<sup>st</sup>. If acceptable with the Committee, he would request the DOT to phase Janes Chapel Road and request additional money for that project. Mayor Watters asked if we need a backup. Mr. Kastrud confirmed that we do; he and Mr. Snyder will come up with a road. Mr. Kastrud stated it

takes less than a week to put the application in.

Stormwater Report – The report was filed the last week of April.

Traffic Light Update \*– Mr. Kastrud reached out to the DOT about the light at the Meadows, he hasn't heard back as to the right person to talk to about who would request the light – the developer or the municipality.

Bridge Resurfacing – DOT planning some ultra-high friction surface course when they redo the Route 57 bridge. Mr. Kastrud will attend a Zoom Pre-Construction course next week for that project. He will let the Committee know when that's scheduled to occur.

\*Ms. Hrebenak stated she has information on the light at the Meadows and will talk about it with Mr. Kastrud tomorrow. That is everything the developer is responsible for, and she will get everything to Mr. Kastrud tomorrow.

Road Projects – Mayor Watters asked if the money was collected for the two road projects. Mr. Kastrud stated we have not. He reached out again on Monday to Rich Lovelace along with another contact in another department. The DOT is working every other day, so they are not in the office that often. Mayor Watters stated it was old and asked if we would get it. Mr. Kastrud said we would. Mrs. Mora Dillon stated to keep following up with it.

## **EMPLOYEES' REPORTS**

Electronic Waste Event – Mrs. Fascenelli reported she has had several inquiries about this year's electronic waste event. She reached out to the vendor and is waiting for a call back. The event would normally be held toward the end of November; she'd like to push that timeframe up and have it in the late summer. The ridged plastic will be part of the event.

Tax Sale – On target to finish the In-Rem in June or July.

## **PUBLIC PORTION**

Mayor Watters opened the public portion of the meeting.

John Valente, 6 Saxton Lane, asked the Committee to look into the public announcements that are coming from Wal-Mart at all hours of the night. He asked if the bull horn speakers could be aimed away from the houses and the announcements be played only during business hours. Mayor Watters said they will look into it to see if it can be rectified. He will speak to the Chief and look at the Land Use application. Mr. Valente stated he likes the Zoom meetings.

Mayor Watters asked for more comments from the public; seeing none, the public portion was closed.

## **RESOLUTIONS**

### **RESOLUTION # 2020-81 Endorsement of Redeemed Municipal**

## Tax Sale Certificate

TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the following Tax Sale Certificate, held by the Township, having been paid and satisfied in full pursuant to N.J.S.A. 54:5-59; the Mayor and Township Clerk are hereby authorized and directed to endorse same for cancellation, affix the Township Seal, and return same to the Tax Collector for delivery to the property owner or legal representative pursuant to N.J.S.A. 54:5-55.

TAX SALE CERTIFICATE NUMBER	BLOCK/LOT	AMOUNT
2012-010	1202 / 5	\$1,816.08

Mrs. Mora Dillon made a motion to approve Resolution 2020-81, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION # 2020 - 82  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY  
OVERPAYMENT OF TAXES**

**WHEREAS**, the following property has an overpayment of \$ 3,596.06 for each of the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2020;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 13<sup>th</sup> day May 2020, that the Tax Collector and Township Finance Office are hereby authorized to refund **\$7,192.12** to:

Wells Fargo Real Estate Tax Service  
ATTN: Financial Support Unit - Region 1  
1 Home Campus  
MAC F2302-035  
Des Moines, IA 50328-0001

Tax Overpayment For:  
Block 1501 Lot 9.12  
34 Mountain View Lane  
Ireland, Margaret  
Owner is a total disabled veteran

Mrs. Mora Dillon made a motion to approve Resolution 2020-82, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION 2020-83  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY**

**OLDER AMERICANS MONTH 2020**

**WHEREAS**, the Township of Mansfield includes a growing number of older Americans who make countless contributions to our community every day; and

**WHEREAS**, the Township of Mansfield is stronger when people of all ages, abilities, and backgrounds are included and encouraged to make their mark; and

**WHEREAS**, the Township of Mansfield recognizes the importance of the physical, mental, social and emotional well-being of its citizens; and

**WHEREAS**, the Township of Mansfield can support our community members by:

- promoting independence, inclusion, and participation;
- engaging older adults through education, recreation, and services; and
- connecting people with opportunities to share their time, experience, and talents.

**NOW, THEREFORE**, the Township Committee of the Township of Mansfield do hereby proclaim May 2020 to be Older Americans Month. The committee urges every resident to recognize older adults and the people who support them as essential members of our community.

Mr. Hayes made a motion to approve Resolution 2020-83, which was seconded by Mr. Mrs. Mora Dillon.

Mrs. Mora Dillon read the Resolution aloud for all to hear.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION 2020-84  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY  
ENGINEERING AND SURVEYING SERVICES FOR THE AIRPORT ROAD PROJECT**

**WHEREAS**, the Township of Mansfield has been granted funding from the NJDOT towards the construction of Airport Road; and

**WHEREAS**, the Township of Mansfield has received a proposal from the Township Engineer for engineering and surveying services;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorizes Christian M. Kastrud, Township Engineer, to perform engineering and surveying services for Airport Road from the intersection with Rockport Road to the intersection with Route 57 in the amount of \$17,100.00.

Mr. McGuinness made a motion to approve Resolution 2020-84, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None  
Absent: None  
Abstain: None

**RESOLUTION 2020-85**

**AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT # 6 FOR INCLUDING BUT NOT LIMITED TO VALLEY ROAD, RIDGE STREET, SLOPE DRIVE, WASHBURN ROAD AND HEMLOCK COURT MILLING AND PAVING FROM**

**TILCON INC., 9 ENTIN ROAD, PARSIPPANY, NJ 07054**

**WHEREAS**, the Township of Mansfield wishes to contract out for road milling and paving under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op Pricing system awarded a contract to Tilcon, Inc., 9 Entin Road, Parsippany, NJ 07054 for milling and paving; and

**WHEREAS**, the Chief Financial Officer has certified that funds were appropriated in the amount of \$200,000.00; and

**WHEREAS**, the Township is authorized to make purchase through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to authorize these services through the Morris County Co-Op Pricing System for including but not limited to the following: Valley Road (approximately .8 mile), Ridge Street (approximately .26 mile), Slope Drive (approximately .2 mile), Washburn Road (approximately .2 mile) and Hemlock Court (approximately .2 mile).

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue a purchase order to Tilcon, Inc., 9 Entin Road, Parsippany, NJ 07054.

Mrs. Mora Dillon made a motion to approve Resolution 2020-85, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

**RESOLUTION NO 2020-86  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY**

**Resolution of the Township of Mansfield, County of Warren and State of New Jersey, authorizing award of a contract for tree removal and stump grinding**

**WHEREAS**, the Township of Mansfield is in need of tree removal and stump grinding services for a portion of township owned properties; and

**WHEREAS**, in accordance with Local Public Contract Law the Township of Mansfield received three (3) quotes for this project from equivalent vendors; and

**WHEREAS**, Advanced Tree Care, 5 Hope Road, Great Meadows, New Jersey 07838, submitted the lowest quote as follows:

Cut and Remove 77 trees on township owned properties	\$ 15,000.00
Grind 77 Stumps	\$ 8,000.00

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorize Advanced Tree Care to perform tree removal and stump grinding services as quoted on township owned properties for a total not to exceed of \$ 23,000.00.

Mrs. Mora Dillon made a motion to approve Resolution 2020-86, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None  
Absent: None  
Abstain: None

**RESOLUTION 2020-87  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY**

**WHEREAS**, the Township of Mansfield is desirous of hiring a Rental Rehabilitation Program Administrator; and **WHEREAS**, the Township of Mansfield has received a proposal from Community Grants, Planning and Housing for the following:

Creating a Policies and Procedures Manual. Administering the program and creating the forms. Handling Day to Day Operations such as maintaining a waiting list, owner outreach efforts, reviewing pre-applications, reporting, and doing updates to program forms. - not to exceed \$ 7, 000.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorizes Community Grants, Planning and Housing, 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512, to perform the duties as defined above and in the amount not to exceed \$ 7,000.00.

Mr. Hayes made a motion to approve Resolution 2020-87, which was seconded by Mrs. Mora Dillon.

Mayor Watters explained the resolution was housekeeping for COAH.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

2020-88

WHEREAS, on January 31, 2020, the United States Department of Health declared the 2019 novel coronavirus (COVID-19) to be a public health emergency in the United States, under section 319 of the Public Health Service Act (42 U.S.C. 247d.);

WHEREAS, on March 9, 2020 due to the danger to public health caused by COVID-19 and its rapid spread through New Jersey, Pennsylvania, Delaware, and New York, New Jersey Governor Philip D. Murphy declared COVID-19 to be a public health emergency and state of emergency under N.J.S.A. 26:12-1, et. seq. and N.J.S.A. App 9-30, et. Seq., respectively.

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, which means it is an epidemic that has spread over several countries or continents and affects a large percent of the population;

WHEREAS, on March 13, 2020 as the rates of infection continued to rise in many locations around the world and across the United States, President Donald J. Trump declared that COVID-19 outbreak constituted a national emergency in accordance with the National Emergencies Act, 50 U.S.C., et seq.;

WHEREAS, on March 21, 2020 Governor Murphy issued Executive Order 107 further enacting "social distancing" regulations, including but not limited to, directing all New Jersey residents to remain in their home or place of residence with specific limited exceptions, prohibited gatherings of any size, closed all non-essential retail business and identified essential businesses permitted to continue to operate subject to specific limitations, and reiterated and strengthened social distancing requirements when in public;

WHEREAS, Administrative Orders 2020-05, 2020-06, and 2020-10 expanded and/or amended the list of essential retail businesses permitted to continue operating during the COVID-19 pandemic;

WHEREAS, small businesses are an essential part of our community there are a number of businesses that were forced to close for business through Executive Order 107 and have not been able to reopen; and  
WHEREAS, on May 13, 2020 Governor Murphy issued Executive Order 142 which allowed small businesses to open for phone, internet, and curbside pickup which allows them to conduct business, but there are a number of businesses that will not be able to operate in this fashion; and  
WHEREAS, the Township of Mansfield believes that small businesses should be able to reopen to for business allowing customers to enter while maintaining social distancing guidelines, which will ensure that the businesses are able to remain within the municipality and not be forced to close down completely due to an economic issue that is caused by this Executive Order; and  
NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Governor consider allowing small businesses to reopen following the same guidelines that have been set for stores deemed essential through Executive Order 107 and amended through Administrative Orders 2020-05, 2020-06, and 2020-10.

Mrs. Mora Dillon made a motion to approve Resolution 2020-88 with the changes our Clerk suggested, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

**ORDINANCES**

First Reading

**ORDINANCE # 2020-07**

**AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE STIPEND FOR AN EMPLOYEE OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH STIPEND**

**BE IT ORDAINED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

**SECTION 1**, The stipend per annum of rate of compensation for the following position of the Township of Mansfield is determined to be as follows. The intent of the stipend is to pay for the classes required for the Assistant Supervisor to obtain his or her Certified Public Works Manager certification.

	<b>RANGE</b>
Assistant Department of Public Works Supervisor	\$ 250.00 - \$ 2,000.00 annum

Mr. Farino made a motion to approve the first reading of Ordinance 2020-07 with a second reading on June 10, 2020, at 7:30 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

**EXECUTIVE SESSION**

Mayor Watters announced moving into Executive Session.

Mr. Wenner stated the Executive Session discussion will include a personnel matter.

Mr. Hayes made a motion to go into Executive Session, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

### **RETURN FROM EXECUTIVE SESSION**

Return from Executive Session at 8:06 pm.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Mr. Wenner announced the return from Executive Session at 8:06 pm where they discussed a personnel matter for the DPW. No official action was taken in Executive Session, but at this time, he would entertain a motion authorizing the Township Attorney to undertake the action as discussed in Executive Session.

Mr. Hayes made a motion to authorize the Township Attorney to take action discussed in Executive Session, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

### **COMMITTEE REPORTS**

Clerk's Office Window and Cameras – Mr. Hayes asked to move forward on Chief Reilly's recommendation for the window to be installed at the Clerk's Office that was in his Monthly Report.

Mr. Hayes made a motion to move forward on the replacement of the window and cameras for the Clerk's Office, which was seconded by Mr. McGuinness.

Mayor Watters stated the window would be the same as the Tax Office. Mr. Hayes stated we would get reimbursed through FEMA. and if we do it now, we should get money back from FEMA.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Clerk's Window and Cameras cont. – Mayor Watters suggested Chief Reilly take care of both the cameras

and the windows. Chief Reilly agreed to handle the project tomorrow and will follow up with the two different vendors. He stated the vendor will be given access to the cameras already in place upstairs and in the parking lots so it will be better for their security.

Tree Removal – Mr. Farino stated the tree removal should tentatively start on Friday in Kensington and working their way down.

HVAC – Mayor Watters stated they are presently working on the HVAC. Mr. Farino stated we are working with four different vendors looking at it. Ms. Hrebenak stated she met with one contractor to discuss how the VAV Boxes are hooked up and running. They will be sending a proposal on what we should do next. She is waiting to hear from two other contractors.

Department Reports – Mrs. Mora Dillon stated that she has requested multiple times to receive reports from the different department heads since we're doing virtual meetings and they can't come to the office. She has not received department reports from the DPW and Court. Ms. Hrebenak stated the Court Report came in this afternoon. Mrs. Mora Dillon stated all reports need to be received the Thursday before the Township meeting which was in an email. She wants everyone to be aware that we need to start getting reports. She wants to have reports on how projects are going.

Fire Truck – Mayor Watters asked about the status of the fire truck. Ms. Hrebenak stated it should be discussed in Executive and with Mr. Lavery.

Mrs. Mora Dillon made a motion to adjourn.